



CITY OF COPPERAS COVE

APPLICATION FOR FACILITY RENTAL/ SPECIAL EVENTS PERMIT
Copperas Cove Parks and Recreation Department 254-542-2719



Proposed Date of the Event: _____ Start Time: _____ End Time: _____
(Include set up & tear down during your time slot)

Event Name & Description: _____

Proposed Location(s) (please see Page 2 for location details and circle all requested):

Civic Center Ogletree Gap Pavilion City Park Pavilion 1 City Park Pavilion 5 South Park Trail
Fester's House Baseball/Softball Field 1 2 3 4 5 6 (circle field(s) requested) Soccer Field 7 8 9 SP (circle field(s) requested)
Tournament Other Location: _____

Civic Center Rental (circle add-on(s) for event) Kitchen Stage Sound System

Will you be selling/serving alcohol at your event _____ (if yes applicant must abide by/complete the steps outlined in the Alcohol Policy)
Contact CCPD for security at **254-547-8222 X6978**

Approximate Attendance: _____ Approximate # of Vehicles: _____

Inflatables or Jumping Equipment: _____ Yes _____ No (electricity fee will be assessed if Yes)

Name: _____ Home Phone: () _____ Cell Phone: () _____
Street Address: _____ City: _____ State: _____ Zip: _____
Deposit Return Payable To (if different than above): _____

Signature: _____ Date: _____

If the event is to be conducted by an organization, the president/leader of the organization must show written documentation of the authority under which the applicant is applying for the permit on behalf of the organization.

Organization Name: _____

Organization Address: _____ City: _____ State: _____ Zip: _____

Supervisor of Event: _____ Work Phone: () _____

Signature: _____ Date: _____

Run/Walks: Please attach a detailed description of your event, permits, vendor list, and a map of the route to this application.

Proposed Run/Walk Route: _____

Assembly time: _____ Assembly point: _____ Number of Participants: _____

*****FOR OFFICE USE ONLY*****

Reviewed By/Date:	Rental Amt Due:	Deposit Due:	Walk-through Date/Time/Location:
Approved By/Date: (All run/walks will be approved by the Parks Director, PD, and FD)	Date Rental Paid:	Date Deposit Paid:	(circle) Cash Check

Refund Date: _____ Amount: \$ _____ Reason: _____

FACILITY	AMENITIES	CAPACITY	NOTES	RENTAL FEES	DEPOSIT
CIVIC CENTER	450 CHAIRS 50 (60") ROUND TABLES 20 (8') RECTANGLE TABLES KITCHEN (ADD. FEE) SOUND SYSTEM (ADD. FEE) STAGE (ADD. FEE)	450	If alcohol will be served you must have Copperas Cove PD at the event	\$250 (All Day) \$40 Restoration Fee \$100 Kitchen \$100 Sound System \$100 Stage	\$400
OLGETREE GAP PAVILION	40'X50' COVERED CONCRETE PAD RESTROOMS ONSITE WATER PICNIC AREAS	200	Rental is for the pavilion, you cannot close off the entire park	\$200 (All Day) \$20 Restoration Fee	\$200
CITY PARK PAVILION 1	DOUBLE PAVILION WITH PICNIC TABLES LOCATED BY THE BASKETBALL COURT/PLAYGROUND	75	No glass containers	\$58 (All Day) \$5 Restoration Fee	N/A
CITY PARK PAVILION 5	SINGLE PAVILION WITH PICNIC TABLE AND GRILL LOCATED BY BALL FIELD 5/SAND VOLLEYBALL COURT	30	No glass containers	\$58 (All Day) \$5 Restoration Fee	N/A
FESTER'S HOUSE	OPEN PAVILION AREA IDEAL FOR FESTIVALS AND MUSIC EVENTS	100	No glass containers	\$100 (All Day) \$5 Restoration Fee	\$50
CITY PARK POOL	ZERO ENTRY TO 10 FT WATER MUSHROOM SLIDE ADA LIFT CONCESSION STAND	250	No glass containers	\$100 (2hrs up to 50 ppl) \$50 (per ea. add 25 ppl) \$50 (each additional hr) \$5.25 Restoration Fee \$15 (per guard per hr in cash)	\$75
SOUTH PARK POOL	3FT TO 5FT SLIDE SPLASH PAD ADA LIFT CONCESSION STAND	150	No glass containers	\$100 (2hrs up to 50 ppl) \$50 (per ea add 25 ppl) \$50 (each additional hr) \$5.25 Restoration Fee \$15 (per guard per hr in cash)	\$75
SOUTH PARK TRAIL EVENT	1 MILE WALKING TRAIL	N/A	No glass containers	\$100 (4hr min) \$25 (Each additional hr)	N/A
BALL FIELDS/ SOCCER FIELDS	BASEBALL/SOFTBALL FIELDS 1, 2, 3, 4, 5, AND 6 SOCCER FIELDS 7, 8, AND 9	N/A	No glass containers No pets on fields	\$90 (3 hrs) \$10 (each additional hr) \$25 (per hr for lights)	\$100
TOURNAMENT	BASEBALL/SOFTBALL FIELDS 1, 2, 3, 4, 5, AND 6 SOCCER/FOOTBALL FIELDS 7, 8, AND 9	N/A	No glass containers No pets on fields	Baseball/Softball \$200 (total "half-day" per field) \$325 (total "all-day" per field) Soccer/Football \$290 (total "half-day" per field) \$415 (total "all-day" per field) *for a breakdown of costs see parks staff member	\$200

Copperas Cove Parks and Recreation Department

1206 W. Ave B Copperas Cove, TX 76522

254-542-2719

<h2 style="text-align: center;">PARK RULES</h2>	<p>If you require assistance during your event you may contact CCPARD during business hours (254-542-2719) or The Hills of Cove Golf Course during non-business hours (254-547-2606).</p> <p>There is <u>NO DRIVING ON PARK GROUNDS</u> permitted. Approval must be granted by a Parks and Recreation representative. Failure to comply will result in the forfeiture of your deposit.</p> <p>All trash must be disposed of properly at the conclusion of each permit period and carried to the dumpster.</p> <p>Fires are allowed in barbecue pits only. Fires must be extinguished properly before leaving park area.</p> <p>Animals must be on a leash and all pet waste must be disposed of properly.</p> <p>Any tents or structures being erected must be approved by Parks and Recreation.</p> <p>The responsibility for crowd control/discipline is assumed by the permit holder. All proceedings shall be orderly.</p> <p>Violations of any park ordinance may result in revocation of future reservation privileges.</p> <p style="text-align: right;">_____(initial)</p>
<h2 style="text-align: center;">PARKING</h2>	<p>For large groups of 150 or more, parking may become a problem. There is to be NO PARKING in the fire or emergency vehicle lanes. Parking in fire lanes, on grass, or athletic field boundaries will be ticketed.</p> <p style="text-align: right;">_____(initial)</p>
<h2 style="text-align: center;">DEPOSITS/FEES</h2>	<p>Deposits are due at the time of the reservation in order to rent the facility.</p> <p>Automatic forfeiture of deposits will occur under the following conditions:</p> <ul style="list-style-type: none"> • Building is left unlocked • Smoking in the building • Setting off fire alarms (setting off false alarm is illegal and criminal charges may be filed) • Disturbance of the peace • Damage to the facility itself, equipment, furnishings, or decorations including damage from the attachment of banners, posters, streamers, ect. • Excess trash left in the building or property • The required summoning of the police department due to activities of the participants • Failure to clean up the facility by the designated time for that facility <p>All rental fees are due 14 days prior to event. If rental is being made within the 14 days, then all fees are due at time of reservation.</p> <p style="text-align: right;">_____(initial)</p>
<h2 style="text-align: center;">CANCELLATIONS/REFUNDS</h2>	<p>Cancellations prior to 30 days from date of event shall be refunded at 100%.</p> <p>Cancellations within 7 days of the event will be refunded minus the \$5.00 administrative fee for processing. This does include rentals made less than 7 days prior to the event.</p> <p>All refunds (including deposit refunds) take 2-4 weeks for processing and will be returned in check form to the address listed on the first page.</p> <p style="text-align: right;">_____(initial)</p>
<h2 style="text-align: center;">CONDITIONS OF PERMIT</h2>	<p>The use of City property is subject to all pertinent State Laws, City Ordinances, Health Department Regulations and Facility Rules. The holder of this permit will be held responsible for damage to City property resulting from use herein. The permit holder shall indemnify and hold harmless the City of Copperas Cove, officers, employees and agents, and assigns from any and all claims for injury and/or damages to persons or property, including wrongful death, resulting from the use of this permit.</p> <p style="text-align: right;">_____(initial)</p>

I have read, initialed, and agree to the Terms and Conditions stated above.

SIGNATURE

DATE

EVENT DETAILS

Are you requesting the use of any additional space aside from the structure itself circled on Page 1 (e.g., open grass areas, walking trails, parking lots, basketball court, pond, ect.)? If yes, please explain in detail and attach map or sketch to this application. If you are requesting multiple fields, please provide field #'s.

Are you requesting any roads to be blocked off for your event? If yes, please list below and denote specific block-off areas on a map or sketch. (Note: road blocking is only authorized by the City of Copperas Cove Building Department, which can be reached at 254-542-3528. It is the responsibility of the renter to obtain approval from the Building Department.) Building Department Ordinance 2015-34 Chapters 18-24 Permits Required for Processions and Temporary Street Closure.

Please attach your event timeline or note it here:

Please specify at what times during your event you will be playing music or using a sound system for any purpose (i.e., the times that your sound system will be audible to other patrons in the park). Ordinance 2014-30 Sec. 8-7. - Noise. (b)

Do you plan to post any signs anywhere in the park? If so, where? How do you plan to affix them?

Are you requesting permission to drive a vehicle on park grounds at any time during your event?

Will you require access to water? If so, for what purpose and in what quantity?

A minimum of \$1,000,000 liability insurance and any other policy as required by the City's insurance provider is required for any event. The certificate will list as additional insured the City of Copperas Cove, its agents, officers, employees and volunteers.

Exhibit A

CARE AND USE OF FACILITIES

1. Groups will be responsible for their own **set up, tear down, and clean up within their specified rental agreement/time.**
2. The facility must be returned to the condition in which it was found.
3. **No prior to use or overnight storage** areas are provided.
4. **No attachment** may be made to the interior or exterior walls, doors, windows, furniture, or equipment.
5. Any decorations being hung from the ceiling must be hung on the metal grid of the ceiling tiles with an appropriate ceiling tile hook.
6. **Refreshments** may be served; However, all food items, beverages, trash, dishes and utensils must be removed at the conclusion of the event. Grease or oil shall not be disposed of in sinks, floor drains, or connection to sewer or outside grounds.
7. The following materials are **prohibited**: tobacco products, lit candles, straw, hay, sand, glitter, confetti, rice, sequins and artificial snow.
8. All rentals should be scheduled to begin no earlier than **8 a.m. and conclude no later than midnight.**
9. At the conclusion of the rental all appliances and equipment should be turned off.
10. No fire exits, exit signs or air system inlets or outlets may be blocked at any time.
11. **No vehicles are permitted inside the facility.** Vehicles left unattended in fire lanes will be towed at the owner's expense.
12. At no time shall renter tamper with and/or attempt to adjust heating/cooling thermostat. Locate the employee on duty and relay the request so he/she can make proper adjustments.

REFUNDS

1. Deposits are refundable based on the condition of the building after rental and compliance of reserved time. Refunds are returned as a check within 2-4 weeks after rental.
2. Cost of damages will be assessed at the end of event and then deducted from deposit.

CLEAN-UP EXPECTATIONS

1. Return all tables & chairs to original place and free of debris, food and wiped down with cleaning solution.
2. Floor free of spills, debris, and food.
3. All personal items removed & all trash taken out to dumpster.
4. Countertops & sinks free of debris, food, and wiped down with cleaning solution.
5. Room(s) free of any damages to walls, ceilings, fixtures, and appliances.

I have read, initialed, and agree to the Terms and Conditions stated above.

SIGNATURE

DATE

City of Copperas Cove

Sales of Alcohol in City Parks and/or City Parks Facilities

I. PURPOSE

To establish a standard on how our Parks and Recreation Department will regulate the request and sale of alcohol within City Parks and/or Facilities.

II. POLICY

This policy applies to any and all requests made through the Department's Facility Rental Application with the intent to sell/distribute alcohol at a given event.

II. PROCEDURE

When an organization would like to sell alcohol at their event inside a City Park or any Park Facility, that organization must indicate this on their facility rental application and will be required to have paid security onsite while alcohol is sold or consumed. If alcohol is sold or served during the event, the following items must be attached to the application prior to processing the request:

- Day of event, times, type of event
- Parking plan
- Security plan
- Restroom plan
- Tents and applicable permits
- Aerial map identifying all of these parameters

Once the facility rental application has been submitted with the request for **alcohol sales** indicated, the Parks Director will either approve or deny the request. If approved, a Letter of Consent will be written on behalf of the City and will be provided to the applicant, in order to file with TABC to obtain the necessary applicable permit to sell alcohol of any kind. Once permit is obtained from TABC, the organization must notify the Parks Department with proof of the permit, which shall be attached to existing facility rental application and must also notify Copperas Cove Police Department with details of the event.

Factors which may lead to a denied request:

- Conflicting dates of previously planned private or departmental events
- Youth and/or adult athletic leagues
- Incomplete application
- Doesn't meet the 90 day window
- TABC denies request

- Violations with past rentals

The Facility Rental Application can be found at the Parks and Recreation Administration offices located at 1206 West Ave B. in Copperas Cove.

III. TABC REQUIREMENTS

All requests must be submitted to our department at least (90) days prior to an event. You can find which permit will best suit your event by going to the following link:

http://www.tabc.state.tx.us/licensing/license_and_permit_description.asp

You may apply in person at the nearest TABC office:

Belton Office - Licensing and Enforcement/Audit and Investigations Personnel

C/O TABC Belton Office

550 East 2nd Ave

Belton, TX 76513

Mail: P. O. Box 305

Belton, TX 76513

(254) 933-5380

Fax: (254) 933-5369

8:00 am - 12:00 pm, 1:00 pm - 5:00 pm Monday - Friday

Descriptions of temporary permits offered through TABC:

DAILY TEMPORARY MIXED BEVERAGE PERMIT - TB Permit authorizes the sale of mixed beverages for consumption on the premises for which the permit is issued and may be issued only to the holder of a Mixed Beverage Permit (MB) for a picnic, celebration or similar event. The permit may also be issued to a political party or political association supporting a candidate for public office or a proposed amendment to the Texas Constitution or other ballot measure, to an organization formed for a specific charitable or civic purpose, to a fraternal organization in existence for over five years with a regular membership, or to a religious organization. If issued to an organization, that organization may not hold more than 10 temporary permits in a calendar year. The fee is \$50 with a surcharge of \$201.

DAILY TEMPORARY PRIVATE CLUB PERMIT- TN Permit authorizes the service of alcoholic beverages for consumption on the premises for which the permit is issued and may be issued only to the holder of a Private Club Registration Permit (N), Private Club Wine and Beer Permit (NB), Private Club Exemption Certificate Permit (NE), or to a Nonprofit Corporation for a location in the same county where the permit or corporation is located. It may only be issued for a picnic, celebration, or similar event sponsored by a political party or association supporting a candidate for public office or proposed

amendment or a charitable or civic organization or fraternal organization with a regular membership in existence more than five years, a religious organization, or for a fund raising event for a nonprofit corporation. No more than two daily temporary private club permits may be issued to the private club permittee in each calendar year for events sponsored by the same party, association, or organization. A nonprofit corporation may be issued only one daily temporary private club permit in each calendar year. The event may not last longer than eight hours. It may only be issued in the county where the nonprofit corporation is located. The fee is \$50 with a surcharge of \$226.

TEMPORARY WINE AND BEER RETAILER'S PERMIT – BH or HP The holder of a temporary wine and beer retailer's permit may sell to the ultimate consumer for consumption on or off the premises, beer, malt liquors, and wine containing alcohol in excess of one half of one percent (1/2 of 1%) by volume but not more than 14 percent or 17 percent by volume (depending on type of local-option election). A temporary wine and beer permit may be issued for a period not to exceed four days and shall be issued only for a picnic, celebration or similar event. The permit may be issued only to a Wine and Beer Retailer's Permit or Mixed Beverage Permit or to a nonprofit historic preservation organization that has been in existence for at least 30 years. (HP Code is used if permit is issued to a nonprofit historic preservation organization.) The fee is \$30 with a surcharge of \$201.

SPECIAL THREE-DAY WINE AND BEER PERMIT - SB Authorizes the holder to sell to the ultimate consumer for the on-premises consumption of wine, beer and malt liquor containing alcohol in excess of one-half of one percent (1/2 of 1%) by volume but not more than 14 percent or 17 percent (depending on type of local-option election) by volume. A Special Three-Day Wine and Beer Permit may be issued to a nonprofit charitable, civic, or religious organization for the temporary serving of wine and beer at a picnic, celebration, or similar event sponsored by that organization. The fee is \$30 with a surcharge of \$201.

TEMPORARY CHARITABLE AUCTION PERMIT - CA authorizes the holder to conduct an auction where the sale of the type of alcoholic beverage to be auctioned is authorized by a local-option election. The permit may be issued only to an organization exempt by an I.R.S. 501(c)(3) and may be issued only one per calendar year. Term is for a maximum of five days. The fee is \$25 with a surcharge of \$201.

Texas Alcoholic Beverage Commission Enforcement Agents often help other local and state law enforcement agencies by working special events. Public safety activities include assisting in general law enforcement duties during festivals, sporting events, and entertainment venues such as Mardi Gras, Austin City Limits Music Festival and college football games. Enforcement Agents' efforts at these events are focused on, but not limited to, the public safety issues resulting from the sale of alcoholic beverages to minors, consumption or possession of alcoholic beverages by minors, intoxication issues, prohibited hours violations, narcotics use and or distribution on licensed premises and breaches of the peace (fights, stabbings, shootings) on licensed premises.